

# **Associations Committee Meetings Annual Meeting, Kansas City, Missouri**

**Submitted by Karen Krsak**

Alan Roth, Chair, called Executive Meeting of Associations to order.

## **Associations Not Being Seated**

1. There are numerous associations with issues that will be required to comply with the current regulations prior to being seated at this annual meeting.
2. Grievance panel for Potomac Valley:
  - Vacated new by-laws
  - Not properly handled through procedures and the April 2001 chairs are being reinstated to their positions. Alan will be appointing two individuals to oversee the handling of this association and that the adoption of new bylaws is done correctly.

## **Election of Officers**

A 24-hour notice of the election is needed in advance of the election and must be posted. There are several candidates running for the AEC.

### **Chair**

- Bob Fine
- Earl Williams
- Scott Davis

### **Vice Chair**

- Ron Mascarenas
- Ed Parrot

### **Secretary**

- Karen Krsak

### **Treasurer**

- Larry Jacobs

Due to term limits this is the current slate of nominees.

## **IAAF Forum**

Candidates' Forum will be held on Thursday, December 5 from 7 – 8 pm. Each candidate will be allowed three minutes to speak and an additional two minutes for questions. The only speakers will be on contested races and will speak in the order listed in the book. A timer will be present to ensure all candidates have equal time to speak.

## **Subjects That Need to Be Covered in the General Sessions**

- Report from Andy Martin
- Finance Report

- Club Revitalization
  1. Championships
  2. Handbook (\$2,500)
  3. \$4,000 for each region with a total of \$16,000
  4. \$14,940 in administrative costs
- Benefits Program
- Coaches Education
- Workshops – we have three bids
- Communications such as Fast Forward
- Associations Services – Association Manual
- New Medal Design
- Merchandise
- Schedule of Elections – process for those elections

### **Report from Andy Martin**

Six to eight weeks have been spent on the Bylaw reviews.

Club revitalization committee met in Palo Alto during this past summer. It was determined that a starting point of \$23,500 would be given to club programs. The Akron Marathon will be used as the Club Relay championships, which will be the 1<sup>st</sup> Annual North American Marathon Relay between the USA, Canada and Mexico on October 11, 2003.

Alan interjected that the club manual has become a slow process and the hope is to have better promotion of existing championships.

Andy noted that the club applications have received positive feedback.

Six chapters of the Association's Manual have been completed and bound. They will continue to be updated on line with a date of the most recent revision. A download is possible via the PDF file on line. Each association will receive two copies of the bound version prior to leaving the meeting.

Alan added information on the sanctioned event benefit program.

### **Additional Topics**

Bob Langenbach is opposed to a piece of Reg 15 concerning the area where the associations are required to submit a financial report. Item R43B was tabled in 2001 and since the Pacific Northwest Association is not under the USATF non-profit umbrella they want to bypass submitting the required financial report. Ed Parrot and Alan Roth explained the purpose behind the use of the reports and information they receive from each association. After all discussion was completed Earl Williams entered a motion that all Associations needed to submit a financial report. Ed Parrot made a friendly change to the motion with Earl's permission. The change would move the item to Reg 15 from Article 6, using the Article 6 wording. This motion was passed.

Harry Simonis gave notice to the AEC that he intended to bring a motion to the Committee's business session to eliminate the term limits from our Operating Procedures. He had notified all the Association presidents. He cited Sec 6 Item B on page 199. He stated that 8 of 11 committees did not have term limits and did not believe that we should either. During the discussion Harry itemized goals and accomplishments during Alan's term. He had also checked this information with L&L prior to bringing it before the AEC. Operating rules can be changed at anytime and are effective immediately upon a majority vote.

The annual workshop was discussed. We have three cities that have made proposals to host the 2003 workshop. They are Louisville, Miami and Albuquerque. Robin Beamon gave a brief presentation for the Miami site. The workshop will be held on August 15 – 17, 2003.

It was decided that elections would be held on Friday, December 6 at 6:15 pm. Notices would be posted by Andy Martin that nominations would begin at 5:30 with brief statements by each candidate. Four separate blank ballots would be used with names being written on the ballots.

A planning session would be used instead of a session on diversity for Thursday. Stephanie Hightower, the Chair of USATF's Diversity Taskforce, thought that we needed more time before such a session could be held.

It was decided that a form would be developed asking for specific information from each Association and the Association representatives at the meeting would first fill out the form and then present it to the others present in the session.

- The two best areas that your Association has
- The two worst areas that your Association has
- Where you want to see your Association in 3 – 5 years
- What more can the National Headquarters do for you

Saturday would be the business meeting. An agenda was developed with the following items:

1. Awards
2. Coaches Education
3. Report from Andy
4. Merchandise
5. Regional Meetings
6. Subcommittee Chair reports
7. Committee Liaison Reports
8. Grant Committee
9. Coaches Screening – this brought additional discussion and would need two volunteers to work with the Youth Committee on proper procedures.
10. New Medal Design
11. National Club elimination via Reg 15 – Ed Parrot

Kountez gave her financial report, which was accepted by the AEC.

## **December 5, 2003**

Harry Simonis, concerning the elimination of term limits for the Associations Committee, brought a motion to the floor. He explained that 8 of 11 committees have term limits of two 4-year terms while ours is the only committee limited to two 2-year terms and he is in favor of eliminating ours. The motion was as follows:

*To delete the (2)-year term limit noted in Section 6, Item B of the Associations Operating Procedures. Item B reads as follows...Terms: The term of office for each elected officer shall be (2)-years. No elected officer shall serve more than two (2) consecutive terms in the same office, and the election of officers shall be held in even-numbered years. Delete the following...(No elected officer shall serve more than two (2) consecutive terms in the same office, and)...Item B would then read as follows: "The term of office for each elected officer shall be two (2) years. The election of officers shall be held in even-numbered years".*

Much discussion followed and then a call for the question occurred. Tom Light requested paper ballots. Ballots were given and collected by a roll call of valid voters. The motion passed 35 to 9.

Association Forms were passed out for each association to complete. Alan provided ten to fifteen minutes to fill out the forms and then a presentation from each association present was made. It was found that many of the associations have the same issues and do the same things well. Prior to leaving each association was to turn the form into the Secretary.

The Workshop locations were discussed and the dates given as August 15 – 17, 2003. The choices would be Miami, Louisville or Albuquerque. No funding for a second Workshop would be available for 2003.

The USATF foundation was discussed at the end of the session.

## **December 6, 2003**

This meeting began 20 minutes late due to the meeting prior to ours running past its time limit.

Andy Hecker gave a presentation on Association web sites. There is a need for fewer graphics and a greater need for information that is updated and accurate. It was decided that this would be a good topic for the Workshop next August.

### **Memberships/Sanctions/Insurance**

Andy Martin and Jim Elias gave handouts on memberships and sanctions. What is a sanction and how does it work? To obtain a sanction, the event must have a competitive nature. Insurance can only be obtained by having a sanctioned event. A sanction with no insurance allows events that have their own insurance to obtain a sanction. There are also the questions of liability insurance. The questions of who is insured and how does it work? There were several examples given to better illustrate this. A 3<sup>rd</sup> party insurance certificate allows the adding of an

additional insurer such as a city, parks and recreation etc with respect to the event. Various other types of insurance were discussed and explained with examples.

### **Elections**

Due to the discussions of the above, the nominations began at 5:45 pm. Since the operating procedures had been revised the day before, Alan declared his intent to run for Chair, Kountez for Treasurer and Ronnie Smith for Vice Chair.

For Chair we have Alan Roth and Bob Fine running due to the other two candidates withdrawing their nominations. Bob Fine was first to speak and he indicated his disappointment in the change to the Operating Procedures. At that time, he withdrew his name for chair and indicated his intent to run for vice chair. Alan was elected by acclamation.

For the two positions of Vice Chair we had Ed Parrot, Ronnie Smith, Ron Mascarenas and Bob Fine. Each spoke giving their position. The vote was taken and the two receiving the majority of votes were Ed Parrot and Ron Mascarenas.

For Secretary there is one candidate, Karen Krsak. She was reelected by acclamation.

Treasurer had two candidates: Kountez Moore and Larry Jacobs. Larry spoke first and withdrew his name for nomination. Kountez then was elected by acclamation.

### **December 7, 2003**

An agenda was provided to everyone and the business meeting opened with committee reports.

1. Masters Track & Field, by Marilyn Mitchell – Discussion on the national clubs at the master level. Bids were approved out to 2005.
2. Bill Guy gave the grant committee report. Additional information will be forthcoming on the acceptance or rejection of grant applications received. Bill is looking to restructure the Grants program and by the middle of December or January a timeline will be provided for that structure. At the workshop a grant writing session will be held. The USATF Foundation is a separate source of money not to be confused with the Grant process.
3. National Headquarters report given by Andy Martin. Andy had several issues to discuss with the group.
  - Merchandise, which will be provided to the Association at a wholesale price. Samples have been boxed and distributed at the meeting by the manufacturer. There will be set times to order which will be quarterly. The first time has a deadline of December 31, 2002 with delivery on February 1, 2003. This is about a 3–4 week turnaround on the merchandise which will have the Association name added to the merchandise. There will only be one name authorized to order the products and an order sheet is included in the box.

The Association manual has 6 of 11 chapters completed. Two manuals will be provided for each Association and only the president will be able to pick them up. If the president is not at the meeting they will be mailed. Chapters will be added and or updated on the website. They can be printed and replace the old copy.

Many advances have been made this year, but much more can be done. They were stretched thin with the goals of the Associations.

Member based services:

- Dollar for dollar the benefit package that we have is good compared to other NGBs. Our membership is \$10 to \$20 less.
- 30% of all memberships were handled online this year.
- A list of 25 items for additional functionality is being prioritized.
- The member's only drawing has been a big success with three winners monthly and around 1,000 entries per month.
- Membership cards were mailed late and that is an area for improvement.
- Four issues of Fast Forward were completed and mailed this year.
- Advertising in Fast Forward is still being pursued for the future.
- Member decals sponsored by Nike were a big success.
- USATF website is better for content.
- The online calendar was successful and will tie into sanctioned events.
- Cooperation between Running USA and the RRIC of USATF will allow for putting results race rankings for individuals on the website.
- Working to have an association directory page which will have an individual page for each association like a mini website.
- Club revitalization is moving along. There is the national club T&F championship and there will be the marathon relay championship in Akron, Ohio and the club handbook. We are encouraging club scoring wherever it is feasible.
- Association manual
- Document resource center
- Association Resource CD with additional resources

The National LDR Club Championship will be the Akron Marathon. There will be prize money of \$5,000 for men, women and club. Jim Barnett gave a presentation on this event and talked about the North American Challenge between the US, Canada and Mexico. First place will receive \$25,000, second place, \$10,000 and third place, \$5,000.

4. Norm Brand gave his report on rules. No rules changes applied directly to the associations but he would entertain questions. No one had any.
5. George Regan gave Men's LDR report. Adirondack will be having a qualifier for the Akron Marathon. Discussion in the LDR committee consisted of team competition, all-star teams, team scoring, association teams and bids. The winning bids can be found on the website calendar.
6. Ray Lapinski gave Women's LDR report. Elizabeth Phillips is the new chair of the committee. Announcements were made on bids and winners can be found on the website calendar. Clinics for LDR officials' certification would help to boost officials. LDR Coaches certification from RRCA is a work in progress but different than the Level I Coaches certification.
7. Linda Bommicino stated that two new regional championships, one each in the west and south had occurred. \$1,000 is available in prize money for each of the regional.

8. Discussion of the D&O Insurance (directors and officers) was conducted by Jim Elias. General liability insurance covers property damage and bodily injury. There are two layers, one at \$500,000 and another at \$1million. They run between \$450-\$1000 per year with an expected increase in cost of about 10-15% for 2003. The items that general liability does not cover are libel and slander, harassment, and employee liability. There were many questions on this issue.
9. Alan discussed the coaches screening and noted that Pacific has had a program for three years. With this intended to be a national screening, cost is involved. Alan will be asking for two volunteers to work with the youth committee and the legal department to develop a plan.
10. Scott Erwin noted that in the L&L Committee the submissions that were tabled last year were passed with minor changes. National clubs will be eliminated in 2004.
11. Ruth Van Kuren reported from the Youth Committee. The hammer throw was discussed but ended in a tie vote, so it was tabled and will go before a task force for review. The steeplechase was added for high school age girls. The winning bids will be located on the website calendar.
12. Harry Simonis gave his report on the Accreditation Subcommittee for Gertrude Thomasson who was tied up with Member Services obligations. Four Associations have received full accreditation, Gulf, Minnesota, New England and New Jersey. 37 associations have been assigned to the level (ii) provisional accreditation, subject to further improvement. Most issues are minor. 15 Associations have been assigned to level (iii) which means their Association voting rights at the Greensboro Annual Meeting will be suspended pending full compliance with Regulation 15 by the timeline noted. One (1) Association has been decertified – Wyoming. Wyoming will be merged with the Colorado Association. New name is pending. By the end of December all (52) non-compliant Associations will receive a detailed letter from this committee outlining their deficiencies, and be given a definite timeline to meet full compliance. This committee recognizes that some of the smaller associations will probably never be able to reach some of the minimum standards and will take this into consideration when reviewing each individual association's documents. The time line is as follows:
  - May 15, 2003 will be the deadline for the (52) Associations to submit their provisional bylaws to the National Headquarters for distribution and review by the accreditation subcommittee.
  - August 1, 2003 will be the deadline for all other noted deficiencies to be corrected and submitted to the National Headquarters for distribution and review by the accreditation subcommittee.
  - The APPROVED Bylaws must be submitted to the National Headquarters by November 15, 2003 or 2 weeks subsequent to their annual meeting. Association voting rights will be suspended from all associations not meeting this timeline.
13. Barbara Chambers, Chair of the Athletics for the Disabled Committee gave her report to the associations. She was disappointed to see only six associations represented at their meeting. The association manual will have wording for the disabled. They finally have a definition for disabled, which took more time than she anticipated. An association award will be given next year to the association which does the most for its disabled athletes. During the workshop a form will be distributed concerning the award.

14. Steve Vaitones gave his report from the Race Walking Committee. Full schedules of events were distributed to association representatives. Vince Peters from Ohio is putting them together in order of events. Steve also discussed the Cross Country Council, which is very active and strong in their thoughts. Looking to develop more association events and the structure of the council will remain the same.
15. Alan discussed the vanity e-mail, which is currently being tested. There would be step-by-step instructions on how to set it up and use it. The idea would be that you would work this through the USATF website and it would be free to members. Alan noted that we will be getting the \$10 coupon for Foot Locker as a member benefit. Additional products and services will be coming.
16. Coaches Education was a topic for Alan. It was noted that this is a sticky issue and that procedures keep biting us. They continue to look for better ways than the current three-day approach. Next year we will have an increase of schools from 25 to 40. The need to be cheaper and more available was noted. Use of on-line classes with practical certification of a 1 or 1.5 day class would be needed. Brooks Johnson, Alan Roth, Pat Pretty and Bill Roe continue to pursue this topic. Seems that problems continue to exist with communication. The USTCA was noted for being expensive.

The meeting was then adjourned at 5:15 pm

Submitted by:

Karen Krsak  
Secretary

2002 Annual Meeting of USATF  
Kansas City, Missouri  
Associations Meeting December 5, 2002

Forum on how each association is doing.

Below is a recap of the gathered information:

1. What two strengths does your association have?

- ⇒ Youth program – large number of total membership
- ⇒ Officials program
- ⇒ Good communication due to frequent meetings
- ⇒ Active on a national level which enhances local programs
- ⇒ Race walk – full development program from youth to masters
- ⇒ LDR – Grand Prix series with 25,000 participates and \$20,000 in prize money
- ⇒ Strong leadership of the local association with active common goals
- ⇒ Even management
- ⇒ Athlete development
- ⇒ Use of diverse talents from coaching to operations
- ⇒ Young motivated staff
- ⇒ Full program of competition all year round
- ⇒ Academic support for the youth programs through workshops and computer centers
- ⇒ Full time staff and physical office site
- ⇒ Door open to corporate and sponsor support
- ⇒ Active website
- ⇒ Membership services program for both club and individuals

2. What two weaknesses does your association have?

- ⇒ Lack of effective open or masters programs in T & F and LDR
- ⇒ Slow to entice new board members to attend meetings
- ⇒ Need of more T & F competitions for the open division
- ⇒ Need to host Coaches Education for Level One
- ⇒ Geographic difficulties – Hawaii
- ⇒ Youth due to lack of participation in T & F/Cross Country
- ⇒ Fund raising – no full time staff
- ⇒ Lack of an association championships
- ⇒ Need to reach out to other parts of the association to host meets
- ⇒ Need of new blood in the association
- ⇒ Reduce travel
- ⇒ Race Walk
- ⇒ Obtaining and keeping volunteers
- ⇒ Cost of facilities to host meets which creates a lack of facilities

- ⇨ AAU has taken a lot of larger clubs out of the association
- ⇨ Controlling grievances – need for more efficient ways of meet controls
- ⇨ Improvement needed of internal organization
- ⇨ Recruiting of officials along with training
- ⇨ Need to increase memberships
- ⇨ Lack of ability to gain individuals willing to chair sports committees
- ⇨ Lacks broad community support
- ⇨ Structure of association – creates conflicts and only certain individuals have power within the organization.
- ⇨ Inappropriate (unethical) recruitment of athletes

3. Where do you want your association to be in 3 – 5 years?

- ⇨ Addition of effective programs for open and masters
- ⇨ Have dedicated volunteers but need to bring in new volunteers
- ⇨ Utilization of new track facilities
- ⇨ Double membership of individuals and clubs
- ⇨ Obtain corporate sponsorship
- ⇨ Hosting more championships
- ⇨ Development of camps and training programs
- ⇨ Sponsorship of more officials clinics and provide benefits
- ⇨ Ability to fund more staff
- ⇨ Increase participation of open athletes
- ⇨ Ability to schedule around AAU meets
- ⇨ Increase benefits for members
- ⇨ Put controls in place to minimize grievances
- ⇨ Able to provide a full scale of events for all disciplines
- ⇨ Development of a website and newsletter
- ⇨ Improved communication with school and club programs

4. What more would you like to see from the National Headquarters?

- ⇨ Continue present practices
- ⇨ Put information from the workshop on the web
- ⇨ Assist associations with website set-up
- ⇨ Change in language of the sport to include the word “walk”
- ⇨ Sponsor development for local programs where money is spent at the local association level]
- ⇨ Funding for targeted programs
- ⇨ General administration and budget guidelines – workshop on marketing and fund raising
- ⇨ Get JO awards out in a consistent timely manner
- ⇨ Prioritize of the work done on the list of to-dos from the Association Workshop – especially the implementation of the club/multiple entry of memberships on-line
- ⇨ Help with AAU

- ⇒ More support of the associations decisions regarding grievances and quicker decisions on the appeals process
- ⇒ An 800 number to contact the National Headquarters
- ⇒ Distribution of guidelines for development of new grass roots programs
- ⇒ Better communication by the National Headquarters with the local association in regards to events in the area
- ⇒ Less emphasis on “paper” and what’s actually happening
- ⇒ Better relationship with the LDR community
- ⇒ Promotional materials
- ⇒ Associations seem to be getting less instead of more – follow through on information
- ⇒ Additional support for those associations in trouble